

POLICY STEP INSTRUCTIONS

Timeline – about 37 days

- **2nd Monday of Month 1 - Policy Committee**
announces the policy or policies that will be considered at the following month's Policy Committee meeting. The policy is sent to the State Adult Program Standing Committee.
- **2nd Wednesday – 3rd Friday – VSH posts the policy on the VSH/VDH:** The “Draft Policy (X) Posted on (Date) Under Review for Public comment until (Date).” - Public comment to the Policy Committee is invited during this period.
- **Month 1 Policy Committee to Month 2 Policy committee (30 days)–** Policy and all public comments are reviewed by VSH Leadership and Legal.

POLICY STEP INSTRUCTIONS

Timeline (cont.)

- **1st Monday of Month 2** – Policy Work Group, which includes members from Fletcher Allen and VSH, meets and reviews policy and public comments.
- **2nd Monday of Month 2 – Policy Committee** considers all comments, makes changes as warranted and votes on whether or not to send the revised policy to the Governing Body.
- **2nd Wednesday of Month 2:** If the Policy is advanced to the VSH Governing Body, the Committee will forward the policy to the VSH Governing Body members, the State Adult Program Standing Committee members for consideration at its next meeting. Public comment will be collected from Wednesday to Sunday and sent to the Governing Body Members on the following Monday.
- **2nd Wednesday of Month 2:** The Policy will be posted on the VSH/VDH website as “Advanced to the Governing Body.”

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Policy Work Group Process

- **3rd Wednesday of Month 2** – Governing Body meets, hears a summary of changes made to the policy, discusses those changes, then votes to approve the policy, or to send the policy back to the Policy Committee for further revision.
 - If the Governing Body votes to send the policy back to the Policy Committee for further revision, that policy may be re-presented at the next Governing Body meeting and it follows the policy development process described herein.
 - When the Governing Body votes to approve the revised policy, VSH follows an implementation plan to either train or notify staff of the new policy.

POLICY STEP INSTRUCTIONS

Interim Policy

- Where the VSH Executive Director determines that a Policy is essential to patient care or uninterrupted operations of the Hospital, s/he may adopt the Policy on an interim basis without proceeding through the regular policy development process.
 - The VSH Executive Director will promptly notify the VSH Governing Body of any interim policy.
 - The VSH Governing Body may accept, reject, or modify the interim policy.
 - The policy will be posted on the DMH website and labeled interim.
 - The VSH Executive Director will bring the interim policy to the next scheduled Governing Body Meeting for their approval, rejection, or modification.